

For this activity, we will explore Google docs.
You need to have created a Google Account
Prior to this.



Sign in with your
Google Account

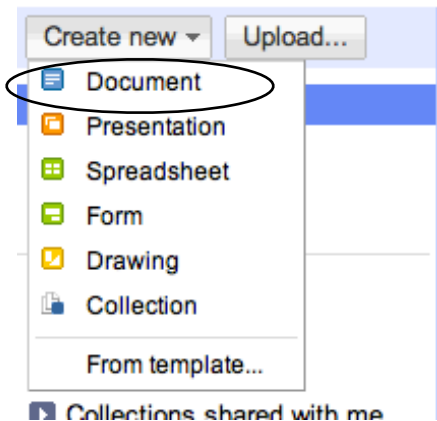
Email:
ex: pat@example.com

Password:

☒ Stay signed in

[Can't access your account?](#)

Direct your browser to www.docs.google.com and sign in with your Google Account.



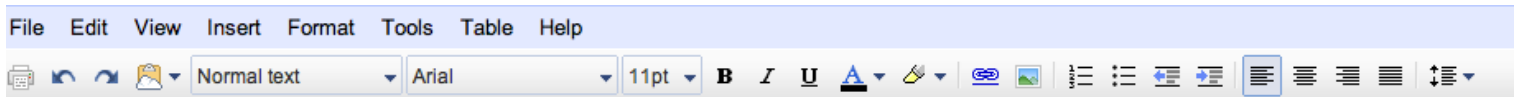
From the left side of the page, click on Create New. Upon clicking, choose Document. You have now created your first Google Document.

Click on Untitled Document to change the name of your document. For example, If I were researching my favorite musician, I would change the title to "Favorite Musicians"



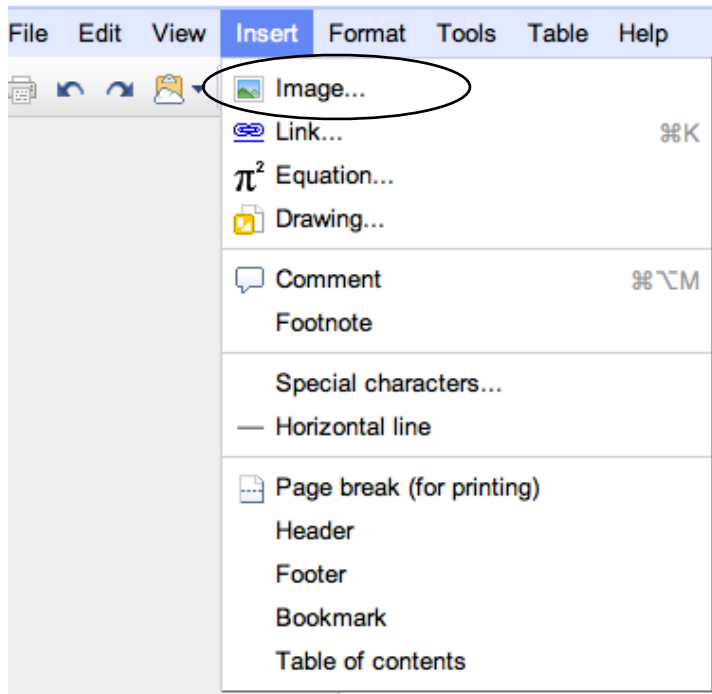
Untitled document

The toolbar at the top of the document is the same as Microsoft Word. You can change the font, size of the text, bold, italicize, underline, highlight, outline, and host of other editing tools.



MICHAEL JACKSON

Try
Typing
your Musicians
Name and
Changing the
color

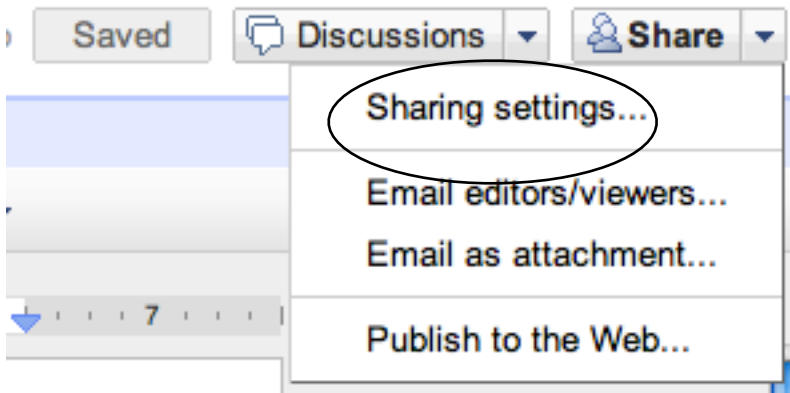


Images are easy to upload as well. Direct your browser to www.google.com and search for an image. Save your image to the desktop of your computer. From the toolbar in Google Docs, Click on insert then image to upload your image to Google Docs.

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Within your document, you can add and edit text and more images.



You can find this toolbar at the upper right hand corner of the page. From here, you can save, send, and collaborate with others. Click on the share button, then Email editors/viewers. From here, simply enter other people you would like to share or collaborate with!